

NEVADA OUTDOOR EDUCATION AND RECREATION GRANT PROGRAM



2023

GRANT MANUAL

Learning from the Outside In



NEVADA
— DIVISION OF —
OUTDOOR RECREATION

TABLE OF CONTENTS

<u>1 GRANT SUMMARY OVERVIEW.....</u>	<u>1</u>
<u>2 INTRODUCTION.....</u>	<u>2</u>
NEVADA OUTDOOR EDUCATION AND RECREATION GRANT PROGRAM	2
GOALS.....	2
PRIORITIES.....	2
CORE VALUES	2
<u>3 GRANT TIMELINE.....</u>	<u>3</u>
APPLICATION TIMELINES	3
SELECTION TIMELINES	3
POST AWARD.....	3
ONGOING PROJECT IMPLEMENTATION AND REPORTING.....	4
<u>4 POLICIES AND PROCEDURES.....</u>	<u>5</u>
ELIGIBLE APPLICANT.....	5
ELIGIBLE PROGRAMS AND COSTS	5
<u>5 FINANCIAL INFORMATION.....</u>	<u>6</u>
GRANT LIMITS	6
MATCH REQUIREMENTS	6
REIMBURSEMENT REQUESTS.....	7
AUDITS AND RECORDKEEPING	7
<u>6 PROJECT EVALUATION</u>	<u>7</u>
EVALUATION BASICS	7
TECHNICAL ADVISORY COMMITTEE.....	8
EVALUATION CRITERIA	8
SCORESHEET.....	9
SCORESHEET.....	10

1 | GRANT SUMMARY OVERVIEW

Nevada Outdoor Education and Recreation Grant Program		
Purpose	To provide high-quality outdoor education and recreation opportunities for Nevada students facing barriers to outdoor access.	
Who may apply?	Public agencies, private nonprofit organizations, schools, and other community-based entities that provide outdoor education and recreation programs for Nevada students.	
	Tier I - Microgrants	Tier II
What are the grant limits?	Proposals up to \$5,000	\$ 5,001 to 50,000
How much match is required?	None required but recommended	None required but recommended
How is my application evaluated?	Technical Advisory Committee and/or NDOR Staff review and score the written application.	Technical Advisory Committee (TAC) reviews and scores applications based on written application materials and in-person (or virtual) presentations.
When are applications due?	October 6, 2023	October 6, 2023
When are projects selected?	December 2023	December 2023



2 INTRODUCTION

Nevada Outdoor Education and Recreation Grant Program

In 2019, the Nevada State Legislature created the Nevada Outdoor Education and Recreation (NOER) grant program via Assembly Bill 331. This program is administered by the Nevada Division of Outdoor Recreation (NDOR) to provide Nevada students with equitable, high-quality opportunities to experience the natural world.

In 2023, state general funds were allocated for the first two rounds of the NOER grant program. Grants will be available for environmental, ecological, agricultural, or other natural resource-based outdoor education and recreation programs serving Nevada students aged 18 and younger.

This grant program seeks to expose ALL Nevada students to quality outdoor experiences regardless of background or social barriers. We believe increased access to outdoor opportunities will strengthen students individually and our communities collectively.

Goals

- **Provide Nevada students with high-quality opportunities to directly experience the natural world**
- **Expose young minds to the natural environment, agriculture, and natural resources to promote environmental literacy**
- **Seek to improve academic performance, self-esteem, personal responsibility, community involvement, personal health, and/or understanding of nature for all our Nevada youth**

Priorities

Primarily focused on serving students who face barriers to outdoor access as measured by committee review of written application and eligibility for:

- **Free or reduced-price meals pursuant to 42U.S.C. 1751 et seq. or**
- **Alternative measure prescribed by the State Board of Education**

Core Values

- **Dedication to the health and wellness of Nevada youth**
- **Commitment to promoting and fostering stewardship of natural environments for future generations**
- **Community Involvement with public and private partners to further program mission**
- **Youth Outdoor Workforce Development**

The environment is where we all meet; where we all have a mutual interest; it is the one thing all of us share.

-Lady Bird Johnson

3 GRANT TIMELINE

The NOER application timeline (pre-application to grant award) will span approximately five months.

Application Timelines

1 month August 1 – August 30, 2023	Application Feedback Period	The application will open for submission online on the NOER webpage, be sent to the email subscribers list, and paper copies can be requested. Feedback on grant applications will be available from NDOR staff during the first month the application is open, before final submissions are due.
5 weeks September 1 – October 6, 2023	Application Remains Open	The application will remain open for a second month, but feedback will no longer be available. Incomplete applications and those received after the deadline will be rejected unless NDOR has approved a late submission in advance.

Selection Timelines

4 weeks October 9 – November 3, 2023	Written Application Review	Staff and TAC members will review applications to ensure eligibility. Grant requests \$5,000 or less may be reviewed by NDOR Staff only, as determined by the Administrator.
1 day November 7, 2023	In-Person (or virtual) Presentations	Required for Tier II applicants. The TAC will score Tier II applications based on written materials and their presentation.
3 weeks November 8-30, 2023	Committee Recommendation	TAC and/or NDOR Staff will submit a ranked list with recommendations to the Administrator for final project selection.
2 weeks December 1- 15, 2023	Selected Project approval and Project Agreements	Selected Projects will be notified and asked to confirm acceptance. NDOR Grant Manager will prepare and send out the funding agreement for signature.

Post Award

Applicants must return the signed agreements within one (1) calendar month. In the event the applicant does not provide all necessary information to fully execute the project funding agreement within one (1) month from receipt of the award notification, NDOR reserves the right to withdraw the grant award.

Once the funding agreements are signed, the applicants, now grantees, may begin their projects, per the terms of the project agreements. Awardees will only receive reimbursement funds up to the amount the awardee spends (i.e., if you were originally awarded \$15,000 and only spent \$12,000 in qualifying expenses, awardees will only be reimbursed \$12,000) and no more than the total award amount.

Each funding agreement will be written and monitored for compliance by the Grant Manager.

Ongoing Project Implementation and Reporting.

Grantees must complete projects promptly. To help ensure reasonable and timely project completion, accountability, and the proper use of funds, applicants will do the following:

1. Submit only projects that will be completed within funding timelines.
2. Begin project implementation promptly and show measurable progress towards meeting project milestones.
3. Tier I microgrant recipients must submit a Final Report by the deadline below, but are not required to submit quarterly reports.
4. Tier II grant recipients must submit quarterly progress reports* according to the following schedule:
 - 1st Quarter: January 1 - March 31 Due April 30, 2024
 - 2nd Quarter: April 1- June 30 Due July 31, 2024
 - 3rd Quarter: July 1- September 30 Due October 31, 2024
 - Final Report: October 1- January 31 Due January 31, 2025

*Of the three quarterly reports above, one may be substituted for a phone call check-in and one other may be substituted for a program visit by NDOR staff if desired.

5. NDOR may terminate projects that do not meet critical milestones established in the project funding agreement.
6. Project Completion: a final report will be required and may be submitted in place of any of the quarterly reports if project activities have been completed by the report deadline. Please note that final reimbursements will not be made until the satisfactory completion of the final report. Final reports will ask for completed project metrics including:
 - Actual number of students served in preschool, elementary, middle, and high schools
 - Number of program hours youth spent outdoors
 - Types of sites used for program activities
 - Number of jobs directly supported by grant funds
 - Overview of accomplishments and project highlights

STAY UP TO DATE ON GRANT INFO:

- Visit the NOER webpage – ndor.nv.gov

- Contact grant manager – Email k.scott@ndor.nv.gov

- Register for email updates - https://hal.nv.gov/form/NOER_Grant/NOER_Grant_Contact_List

4 POLICIES AND PROCEDURES

Eligible Applicants

The following are eligible to apply for NOER grants:

- ✓ Public Agencies (Federal, State, County, City, and Local Governments)
- ✓ Public, Private, and/or Charter Schools
- ✓ Private Nonprofit Organizations
- ✓ Tribal Governments
- ✓ Community-Based Entities

Eligible Programs and Costs

Program activities include, but are not limited to, the following:

- ✓ Backpacking
- ✓ Camping
- ✓ Canoeing and kayaking
- ✓ Environmental outdoor education
- ✓ Ranching
- ✓ Fishing
- ✓ Hiking
- ✓ Hunting
- ✓ Orienteering
- ✓ Outdoor based after school programs and camps
- ✓ Outdoor cooking
- ✓ Rock climbing
- ✓ Electronic devices (and associated software) such as Global Positioning Systems (GPS), avalanche beacons, tablets, etc., if used as part of the program
- ✓ Camping equipment and supplies
- ✓ Fees for park entry and camping
- ✓ Fishing equipment and supplies
- ✓ Food and non-alcoholic beverages
- ✓ Hunting and archery equipment and supplies
- ✓ In-state transportation and travel, including to bordering counties and cities in other states
- ✓ Leasing transportation, mileage, and gasoline
- ✓ Lodging and facility rentals
- ✓ Non-motorized boats
- ✓ Staff time if directly related to project

Ineligible programs include, but are not limited to, the following:

- Facility construction projects
- Organized Team Sports (i.e. baseball, soccer, or basketball)
- Promotional or fundraising events
- Projects that do not have an outdoor component
- Out-of-State Travel, except for bordering counties and cities
- Out-of-State Students
- Purchase of automobiles, vehicles, or boats with motors
- Pre-agreement Costs, unless pre-approved by Administrator
- Religious activities

Children today spend less time outdoors than any other generation, devoting only four to seven minutes to unstructured outdoor play per day while spending an average of seven and a half hours in front of electronic media.

-National Recreation and Park Association

5 FINANCIAL INFORMATION

Grant Limits

Tier I: up to \$5,000

Tier II: \$5,001 - \$50,000

Match Requirements

Although matching funds are not required, they are strongly encouraged in order for grantees to demonstrate a local commitment, as well as to maximize NOER program funds. A project with match will be chosen over a similar project without match.

Matching funds may be actual cash or in-kind resources contributed to the grant. All costs paid for with matching funds must be for activities that are eligible under the NOER Program. Match dollars expended must be documented within the reimbursement requests and include sufficient backup documentation.

Eligible Match

A grantee's matching share may include one or a combination of the following:

- ✓ Appropriations and cash
- ✓ Donations—the value of using cash, equipment use, staff time, volunteer time, materials, or services
- ✓ Grants—federal, state, local, or private

Not Allowed as Match

- Costs that are double counted (that is, any cost included in more than one project)
- Anything considered an ineligible cost or activity.
- Costs that are not necessary or an integral part of the project scope.

The eligibility of federal funds to be used as a match may be governed by federal requirements and thus will vary with individual program policies. Applicants must clearly identify in the grant application all match amounts and sources (secured and unsecured). To calculate the value of volunteer hours, visit

<https://independentsector.org/resource/value-of-volunteer-time/>

Reimbursement Requests

The NOER program distributes grant awards through a reimbursement process. Grantees may request reimbursement only after they have paid their employees and vendors. Sufficient payment documentation will be required to process reimbursement requests such as timesheets, invoices, mileage tracking, etc. Awardees will only receive reimbursement funds up to the amount the awardee spends (i.e., if you were originally awarded \$15,000 and only spent \$12,000 in qualifying expenses, awardees will only be reimbursed \$12,000) and no more than the total award amount.

Audits and Recordkeeping

All records relevant to NOER-funded projects must be on file with the grantee and are subject to audit by the state and inspection by NDOR staff. Full and free access must be allowed to project documents including accounts, records, and books of the grantee and must be retained for three (3) years after the completion of the project. The Administrator reserves the right to require that the records be kept for a longer time.

6 | PROJECT EVALUATION

Evaluation Basics

Tier I Microgrant Application (\$5,000 or less)

Microgrant applications will be reviewed by NDOR staff to determine eligibility. Evaluation will be based on written application material. Presentations will not be necessary. Microgrants may be reviewed and scored by the Technical Advisory Committee, but this is not required. Final microgrant award selection will be determined by the Nevada Division of Outdoor Recreation Administrator.

Tier II Application (more than \$5,000)

The Technical Advisory Committee evaluates and scores Tier II applications to determine which projects will be recommended for funding consideration. In-person (or virtual) presentations are also required for grant requests over \$5,000.

Scores are based on each applicant's response to application questions, presentations, and supplementary application materials made available in advance of the presentation. Individual reviewer's scoring will be confidential. Following the committee meeting, all scores are tabulated and compiled to establish a ranked list of projects. Final awards will be determined by the Nevada Division of Outdoor Recreation Administrator.

Technical Advisory Committee

The Technical Advisory Committee (TAC) for the Nevada Outdoor Education & Recreation grant program consists of the 12 voting and 2 nonvoting members of the Advisory Board on Outdoor Recreation. As per NRS 407A.610, the Advisory Board on Outdoor Recreation shall serve as a technical advisory committee to assist and advise the NDOR Administrator in the development and administration of the Grant Program. The TAC's role is to recommend policies and procedures to NDOR's staff and to review, evaluate, and score grant applications. Tier II applications require review by the TAC and eligible applicants may be asked to present their proposed project to the TAC in addition to the written application.

Evaluation Criteria

In addition to points for serving the priority audience, providing a clear scope of work, and grant history and budget measures, Tier II applicants will be asked to briefly speak to nine impacts of their proposed project. These impacts have been identified by research as potential outcomes of outdoor recreation and/or education programming. For details on what these impacts **may** look like in programs, see below:

Connect Students with Nature: Nature connectedness happens when individuals feel they belong in and are a part of nature. To build this connection, programs may provide significant time outdoors, engagement in sensory interaction with the outdoors, focus on forming social connections or facilitating positive experiences and moods in nature, or provide learning about Nevada's nature.

Academic Success: Programs may teach to core curriculum or standards, incorporate experiential learning, teach academic or transferable skills, or focus on students in danger of academic failure.

Environmental Literacy: Programs may teach ecological skills and knowledge to empower students' decision making, actions, and attitudes of conservation.

Foster Stewardship: Programs may provide opportunities to care for the environment, teach examples of responsible care and compassion, or demonstrate knowledge of good stewardship practices through volunteer work, service learning, or other activities.

Physical Health: Time spent outdoors can improve physical and mental health. Programs may involve physical activity and/or outside time or teach nutrition and/or outdoor recreation skills or activities.

Self Confidence: Programs may teach to markers of social-emotional learning or provide opportunities for leadership, self-reflection, growth, independence, or setting and pursuing personal goals.

Personal Responsibility: Programs may provide an opportunity to learn about or improve one's impact and ties to other beings and ecological communities.

Cultural Education: Programs may provide opportunities to learn about or engage with diverse peoples, histories, ecosystems, outdoor activities, or ways of knowing including through Traditional Ecological Knowledge, the arts, and play.

Community Involvement: Programs may introduce students to new places, people, or organizations in their community, foster responsible citizenship, provide opportunity to better their community, or provide space for copedagogy learning or collaborative problem solving.

Scoresheet

Total application scores will be based on the point system and criteria listed in the tables below. Tier I Microgrants do not include program impact scoring and will be scored out of a total 55 possible points.

Scoring Overview

Scoring Criteria	Max Score	Top Score Criteria
SERVES STUDENTS WHO ARE FACING BARRIERS TO OUTDOOR ACCESS (TOTAL 20)		
Students facing access barriers to the outdoors	10	Over 40%
Free and Reduced Lunch	10	Over 40%
SCOPE OF WORK (TOTAL 15)		
Scope of Work	10	<ul style="list-style-type: none"> ✓ Includes detailed description of project. ✓ Clearly identifies realistic objectives and deliverables for students. ✓ Describes how project will accomplish goals.
Grant History	5	<ul style="list-style-type: none"> ✓ No or only 1 previous grant(s) through the NV Outdoor Education and Recreation program
BUDGET (TOTAL 20)		
Overall Budget	10	<ul style="list-style-type: none"> ✓ Provides a specific description of costs and how money will be spent. ✓ Requested funding is detailed and reasonable.
Match	5	<ul style="list-style-type: none"> ✓ Match is a 1:1 or more and secured (Match not required to apply)
Amount per Child	5	<ul style="list-style-type: none"> ✓ In the lowest 1/3 of applications
PROGRAM IMPACT (TOTAL 45)		
Connect Students with Nature	5	<ul style="list-style-type: none"> ✓ All aspects of the intent are clear and well described
Academic success	5	
Environmental Literacy	5	
Foster Stewardship	5	
Physical Health	5	
Self Confidence	5	
Personal Responsibility	5	
Cultural Education	5	
Community Involvement	5	
100 Total Maximum Points		

You cannot protect the environment unless you empower people, you inform them, and you help them understand that these resources are their own, that they must protect them.
-Wangari Maathai

Scoring Breakdown

SERVES STUDENTS WHO ARE FACING BARRIERS TO OUTDOOR ACCESS (TOTAL 20)					
0 points	1 - 2 points	2-3 points	4-5 points	6-8 points	9-10 points
No youth in facing barriers	Up to 19%	20% - 39%	40% -59%	60% - 74%	Over 75%
SCOPE OF WORK (TOTAL 15)					
SCOPE OF WORK					Max of 10
0-3 points	4 -6 points		7-10 points		
<ul style="list-style-type: none"> No goals or objectives are stated Lasting impacts/benefits stated, but not evident 	<ul style="list-style-type: none"> Includes moderate level of detail and describes how project relates to students Objectives and/or deliverables are included, but they are vague and inconclusive 		<ul style="list-style-type: none"> Includes detailed description of project. Clearly identifies realistic objectives and deliverables for students Describes how project will accomplish goals. 		
Grant History					Max of 5
1 point	2 points	3 points	4 points	5 points	
Had two (2) or more NOER grants with complications	Had one (1) previous NOER grant with complications	Had two (2) or more Previous NOER successful grant	Had one (1) previous NOER grant	New applicant	
BUDGET (TOTAL 20)					
Overall Budget					Of 10
0 to 2 points	4 to 7 points		8-10 points		
Budget provides little or no description of costs; budget plan is not complete	Provides a vague or brief description of costs; details for requested funding is limited or costs seem too high or low.		Provides a specific description of costs and how money will be spent; requested funding is detailed and reasonable.		
Match					Of 5
1 point	2 points	3 points	4 points	5 points	
No Match	Match is less than 1:1 (50%) but unsecured	Match is less than 1:1 (50%) and secured	Match is 1:1 or more and unsecured	Match is 1:1 or more and secured	
Cost per Child					Of 5
1 point	2 points	3 points	4 points	5 points	
Highest cost per child ratio	In the highest 1/3 of applications	In the middle 1/3 of applications	In the lowest 1/3 of applications	Lowest cost per child ratio	
PROGRAM IMPACT (TOTAL 45)					
0-1 point	2 points	3 points	4 points	5 points	
No response or weak explanation(s)	Extremely vague justifications or incomplete explanation	Justification is sound but some deficiencies noted in explanation.	Minor flaws noted but good outcomes are still highly expected.	All aspects of the intent are clear and well described.	
Connect Students with Nature					Max of 5
Academic Success					Max of 5
Environmental Literacy					Max of 5
Foster Stewardship					Max of 5
Physical Health					Max of 5
Self Confidence					Max of 5
Personal Responsibility					Max of 5
Cultural Education					Max of 5
Community Involvement					Max of 5